

MEETING MINUTES

December 11, 2008

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Penney Hall at 9:00 a.m. December 11, 2008 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson); Everette Sullivan; Jan Smith; Brenda Bates; Ron Price, Executive Secretary; Carol Jarrett, Recording Secretary.

John Liller was absent for this meeting.

WVARF Staff: Glenn McEndree, Chris Miller, Pam Holt

Guests: Robert 'Bob' Johnson, Sheltered Workshop of Nicholas County
Sherrie Briggs, WATCH, Center, Wheeling, WV
Debra Lovely, Division of Rehabilitation Services, Director

Members received a copy of the November minutes in the mail.

MOTION #1

Mr. Sullivan moved to approve the minutes as presented. Ms. Smith seconded. Motion passed.

COMMITTEE CHAIR REPORT:

Ms. Hall reported the legislative rules were before the Legislative Rule Making Committee earlier in the week. They were passed with minor technical changes. The next step in the process is the rules will go before the full legislature during the regular session.

Ms. Hall said Mr. Davis with White Way Laundry was in attendance for the rule making meeting. She and Nancy Tonkin, WVARF lobbyist, met with him and Delegate Sobonya, from Cabell County, explaining the way the program works. They also gave him the opportunity to explain his concerns with the effect losing the Mildred Bateman Hospital laundry contract had on his businesses. She did not think any headway had been made in getting him to understand the program.

EXECUTIVE SECRETARY REPORT:

Mr. Price reported:

\$4,721.38 - Annual Allocation

647.70 - Total Expenses Paid

\$4,073.68 - Balance Remaining FY'08

EXECUTIVE DIRECTOR REPORT:

Mr. McEndree reported he had received one response to the "DRAFT" Annual Report and have made the suggested changes.

He said WVARF staff continues to work on contracts and have meetings with customers to explain contracts.

Mr. McEndree reported the comptroller at the DOH in Huntington was requesting a refund based on their assumption that the CRP is not working the number of hours stated in the contract. He said there have not been any complaints regarding the quality of services in this building. There was a good deal of discussion regarding this issue. Ms. Hall asked if the CRP had been able to compile the total number of hours worked at the building. Mr. McEndree said they had not been able to do so because different people worked there throughout the year. Committee members agreed the CRPs need to be able to defend what they are doing, how long it takes to do it and how much it costs them to do a job. Mr. McEndree said Goodwill of KYOWVA is considering giving up the contract. Committee members were concerned and asked Mr. McEndree to ask them not to give up the contract because it could send the wrong message to customers. The Committee agreed a refund should not be given. If they were concerned about this issue it should have been brought up earlier so it could have been dealt with than.

Mr. McEndree said he had a meeting with Ms. Lovely on December 8 to discuss the financial arrangement between WVARF and the CNA Committee. He said the CNA would be paying a fee to WVARF for staff time and expenses. Ms. Hall questioned this saying she believed if anyone should be paying a fee it should be the association to the CNA because that was where the salaries and expenses were being paid from. Ms. Lovely said the State Use money could only be used for State Use purposes. She said WVARF needs to show what percentage of time was spent for each purpose (association and State Use). She said they need to do a cost allocation sheet which breaks down the percentage of time staff spends on association business and what percentage of time is spent on State Use. She said the DRS finance director; Michelle can assist them in doing this if they want.

Mr. McEndree said the CNA Committee is meeting on a monthly basis. Their next meeting is scheduled for January 8.

He said he had a meeting with Mike Sheets, with the Purchasing Division, to review the contracts and issues he has raised. Mr. Sheets had questioned how the CNA fee and the overhead burden were calculated. He said Mr. Sheets asked if they would share the spreadsheets with him, but Mr. McEndree said he did not want to provide this to him since it is what he considered proprietary information. The other question/concern Mr. Sheets had was the way the fatigue factor was calculated. Mr. McEndree said it was based on ISSA standards. There was a discussion of whether WVARF was going to purchase an ISSA software program. Mr. McEndree said they had not done so yet but were considering it. Ms. Hall said such a program might be worthwhile because it

could eliminate some of the questions about how numbers were arrived at. It would also help to eliminate some of the appearance of numbers being manipulated.

CONTRACT PRESENTATIONS:

Mr. McEndree reported there was one new contract for the Committee to consider. The DOH in Oak Hill. Two CRP's expressed interested in the contract. CRP 1 had the capability and met the criterias for past performance and work ratio. CRP 2 was within 15 miles of the job site and also met the same criteria as CRP 1. CRP 2 did not have as much State Use work as CRP 1.

MOTION #2

Ms. Smith moved to approve awarding the contract to CRP #2 (The Lillian James Center). Ms. Bates seconded. Motion passed.

The CRP will be providing the labor and stripping and waxing of the floors. The DOH is providing all supplies and equipment. The annual FMP is \$11,980.32 without using the P-card and with the P-card it is \$12,304.34.

MOTION #3

Ms. Bates moved to approve the pricing. Ms. Smith seconded. Motion passed.

CONTRACT REMEWALS:

Mr. McEndree reported there were no contract renewals to present.

CONTRACT COMPLAINTS:

Mr. McEndree said there were no new complaints to report.

OLD BUSINESS:

First Quarter Ratio Report

Mr. McEndree reported that Developmental Center was not below the 75% ratio after a recalculation. He said Randolph County has not submitted their paperwork. Ms. Hall said she would write them a letter stating if they did not get their report in within a certain time period they would not be eligible for any new contracts.

Mr. McEndree said he had spoken with Marsha Allman, Executive Director of the Harrison County Workshop, about how she reports on the low impact monitoring work since she is the contracting agency. She told him she only reports on the workers from her workshop. The other workshops which do some of the work should be reporting on their workers.

ANNUAL REPORT

Ms. Hall asked Mr. McEndree to e-mail her the annual report and she would send it to the appropriate people.

FINANCIAL REPORT:

Mr. Miller reported the over 60 day accounts receivables were \$618,973 or 30.89% of the total receivables.

DHHR, Diamond Building, and Retirement Board, were both disputing contract pricing and were waiting for revised pricing prior to paying.

Mr. Miller reported the financial audit was not completed yet. He said he had to pull some more information together for the auditors. He said they would be getting bids for auditor services next year.

NEW BUSINESS:

The 2009 Committee meetings will be held in the small conference room at DRS.

January 15

February 19

March 19

April 16

May 21

June 18

July 16

August 20

September 17

October 15

November 19

December 10

There were no public comments.

MOTION #4

Ms. Bates moved to adjourn. Mr. Sullivan seconded.